

Camp Atterbury

Department of Defense Civilians Pre-Deployment Guide

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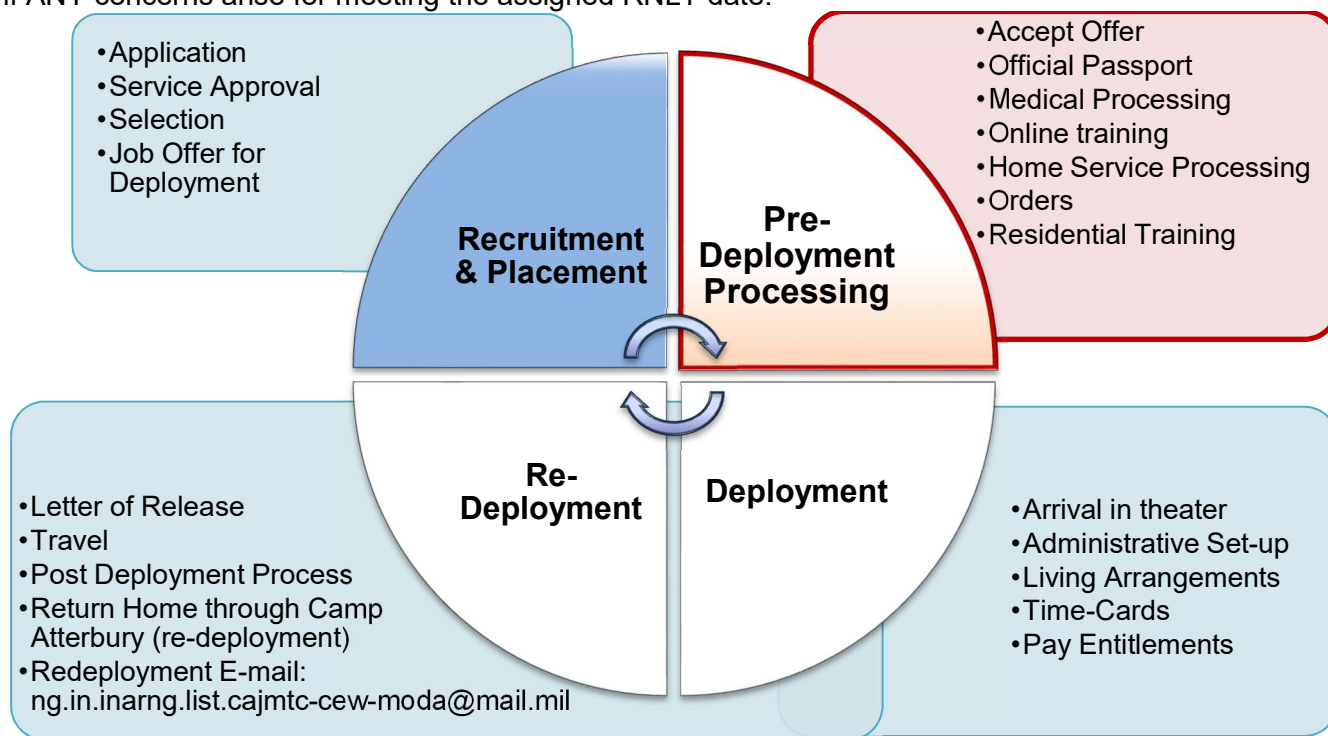
**US Air Force civilians, who are attending the Field Craft Training for the Hostile Environment (FC-H) formerly CAST at JB McGuire-Dix-Lakehurst, may use this guide as a general reference ONLY. Follow AF-specific guidance provided by the AF DoD-EC Program Office email address: afpc.expeditionarycivilian@us.af.mil.*

I. INTRODUCTION

Congratulations and welcome to the DoD Expeditionary Civilian (DoD-EC) program supporting the CENTCOM AOR! You have reached the second part of your deployment. Keeping track of each part of the whole process and managing actions for each will lead to a successful deployment. You will spend the next few months getting ready to deploy. There are number tasks to complete before you arrive in theater. This guide should provide you with a comprehensive description of the required activities, forms, and training that must be completed in order to deploy.

Throughout the process, you can contact your DoD-EC processor with questions or concerns in order to transition as smoothly as possible.

Reporting delays in excess of 45 days to the assigned Report No Later Than date (RNLT) may result in cancellation of deployment. Please contact your DoD-EC processor as soon as possible if ANY concerns arise for meeting the assigned RNLT date.



The Civilian Deployment Experience

The following link for Department of Defense's International/Expeditionary Policy Office. This is a great resource for deployers and their leadership.

<http://www.cpms.osd.mil/expeditionary/home.html>

Contact Listing

There are plenty of pre-deployment actions and getting them done in a timely manner is key to your success. Leverage your resources to help understand and assistance in your pre-deployment activities. Each DoD service, component, agency or field activity will have their own subject matter experts. We recommend you become acquainted with contacts in the following sections. We have provided entry space for each below:

Your Local Resource Team - *Record your team information*

- Organization Administration Office

Name: _____ Phone/Email: _____

- Human Resources Office

Name: _____ Phone/Email: _____

- Civilian Payroll Office

Name: _____ Phone/Email: _____

- Travel Office

Name: _____ Phone/Email: _____

- Agency DoD-EC Office (if applicable)

Name: _____ Phone/Email: _____

- Personnel Readiness Office

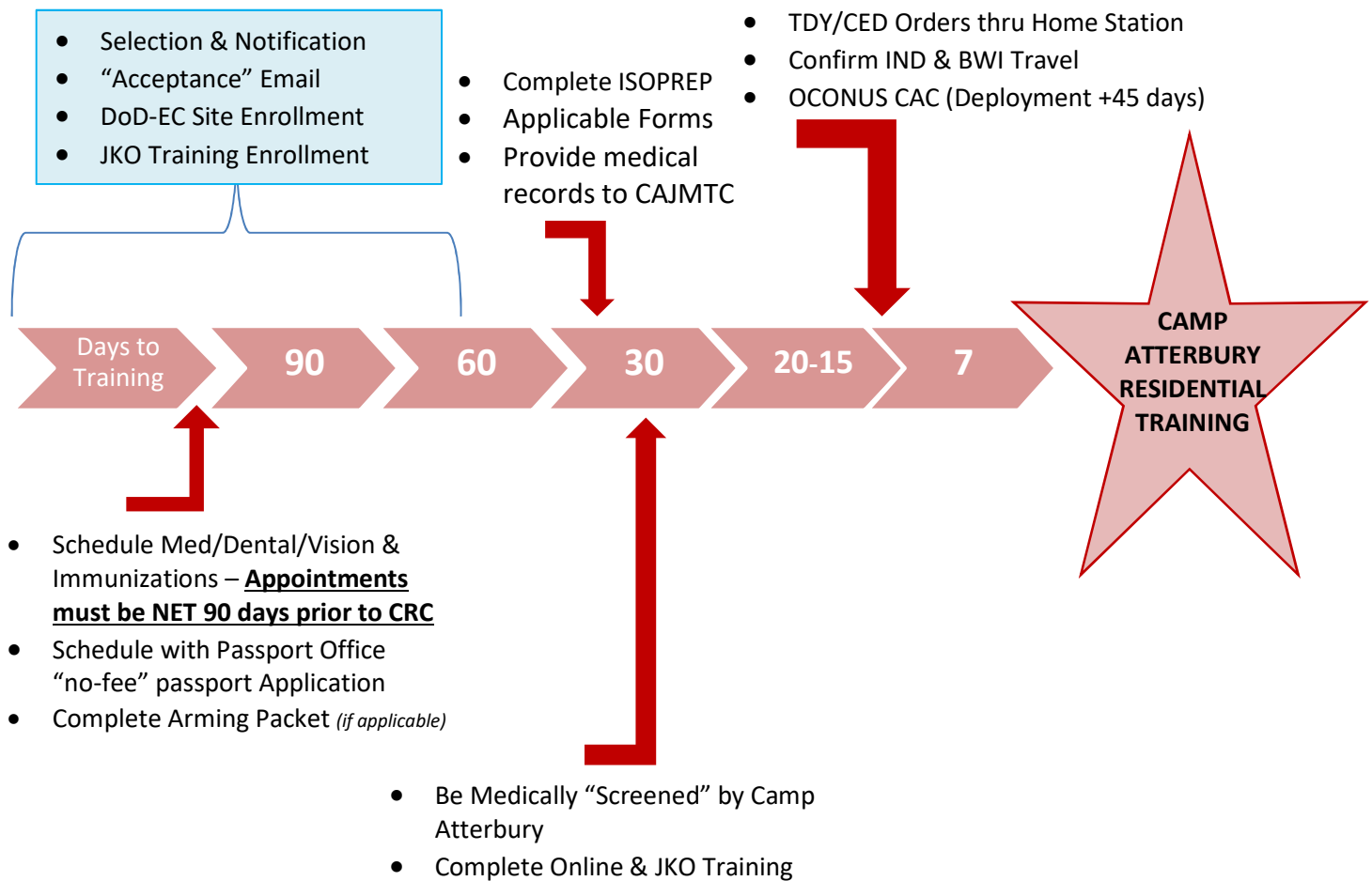
Name: _____ Phone/Email: _____

Timeline & Checklist Items for Pre-Deployment

All deploying civilians participating in the DoD-EC Program will:

- Obtain Access to DoD-EC and JKO training sites
- Complete medical, dental, vision and immunizations screening – provide completed documentation to Camp Atterbury Joint Maneuver Training Center (CAJMTC) clinic 30 days prior to CRC start date
- Obtain a “no-fee” official passport
- Complete required forms and documents (ISOPREP, DD93, etc.) provide completed documentation to CAJMTC 30 days prior to CRC start date
- Complete online training (approximately 40 + hours)
- Attend residential training, Camp Atterbury (CA) or as designated
- Coordinate travel/hotel arrangements
- Coordinate & obtain deployment orders in DTS
- Coordinate personnel actions with servicing Human Resources Office

Appendix C: The DoD-EC pre-deployment Checklist is a comprehensive checklist to accomplish pre-deployment requirements. Please be sure to follow the guidance and complete the requirements on the Camp Atterbury medical checklist. *In most instances there will be some duplication in pre-deployment actions. The overall goal is to ensure DoD-EC requirements AND your organization requirements are met.* Problems or questions call or email the Camp Atterbury medical team.



II. JKO Access Registration

Joint Knowledge Online (JKO): <http://jko.jfcom.mil/>

- a) On the main page, select "Enter JKO."
- b) After page refreshes, select "CAC Login – Login in using my CAC"
- c) Be sure to use your email CAC certificate when prompted.
- d) Training for deployment.
- e) JKO Helpdesk: JKO Help Desk: Monday - Friday 24 hours a day support.
jkohelpdesk@jten.mil or COMM: 757-203-5654, DSN: 668-5654

Technical tips

- Close all Internet Explorer browsers; open only one browser from a .mil domain to complete.
- Clear your Temporary Internet Files, Cookies, and Form Data (Tools>Internet Options>Delete Browsing History)
- Internet Options select the Content tab and then Clear SSL State.
- Ensure your computer system has the latest security certificates

III. CREDENTIALS

“No-Fee” Passport

Department of Defense Deployers participating in the DoD Expeditionary Civilian (DoD-EC) program under USCENTCOM may require specific credentials depending on country and activities in theater. Such as a “no-fee” Official Passport as a Deployer of the U. S. government travelling abroad for official duties.

Visit your installation or local passport office

In person with a copy your offer. Although a location is designated in the offer, the passport requirement is for travel throughout CENTCOM Area of Responsibility (AOR). Your deployment is based upon mission capabilities and not location. Per the Foreign Clearance Guide, DoD civilians are eligible for a no-fee passport based on the Western Hemisphere Travel Initiative (WHTI) requirement to re-enter the US with a passport. Be persistent!



Only a very limited number of deployers require a VISA. Confirm with the passport office for appropriate credentials required.

******ALL PERSONNEL DEPLOYING TO IRAQ ARE REQUIRED TO HAVE A VISA******

In Possession of a “No-fee” Official Passport

It must;

- Expire 180 days after the end of your project deployment date; and
- Your name on the passport **MUST** match your Common Access Card (CAC).

Tourist Passport

Recommend that you also obtain and carry a “Tourist” Passport (blue cover). The cost of this passport will be at your own expense.

OCONUS CAC Card

Once in receipt of TDY/CED orders you have a window of opportunity to obtain and overseas CAC card at your home station. Please make every effort to get this done prior to your departure. The CAC card will be issued during your training at Camp Atterbury if you are unable to obtain before leaving home station. All Deployed civilians will receive an Overseas CAC for the duration of the deployment plus 30 calendar days (for travel).

Schedule and work with your local DEERS/RAPIDS processing site. The below link is also helpful in locating a local DEERS/RAPIDS office near your location:

- <https://www.dmdc.osd.mil/rsl/appj/site>

Confirm with that office what information or documentation must be brought to the appointment, such as;

- Copy of your Orders
- DD Form 2365 (*see note below*)
- Two forms of ID such as
 - Current CAC Card
 - Driver’s License
 - Passport
- Government NIPR (unclassified) email address

At the appointment please ensure The RAPIDS operator:

- ADDs a “condition” of OCONUS-Emergency Essential Only **(This will enact the Geneva conventions required for travel)**.
- There needs to be 30 calendar days added to timeframe listed on the orders for the card. (A 395 day travel order will have a CAC card cut for 425 days).

Note on DD-2365 (dated Aug 2017)

Since your permanent position of record becomes an "Emergency Essential" position until you return from deployment, complete Form DD-2365 (Emergency Essential Position Agreement), based on the Deployed Position you are going forward to fill while deployed.

Section A

(1) Self-Explanatory

Section B

(2) Parent Command Organization

(3) Your position description number shown in block 15 of your most recent Notification of Personnel Action, SF-50.

(4) Deployed position of which you are going forward to fill during your deployment.

(5) Shown in block 16 of your most recent SF-50.

(6) Shown in block 17 of your most recent SF-50.

(7) Shown in block 18 of your most recent SF-50.

Section C

(8) Select E-E

(9) Completed by your current supervisor of record

Section D

(10) Self-Explanatory

Resources:

[DoD Electronic Foreign Clearance Guide](#) Left Navigation bar, select Africa and Southwest Asia for country.

[U.S. Dept. of State, Special Issuance Agency](#) US Passport & International Travel

[Where To Apply](#) Find a passport office nearby

[DS-11](#) Application for a U.S. Passport (for all first-time applicants, all minors, and applicants who are not eligible to use the DS-82)

[DS-82](#) U.S. Passport Renewal Application for Eligible Individuals

[Military Installations](#) As a DoD Civilian, it is possible to request the Military Passport Office for assistance in obtaining a “No-Fee” Official Passport.

Camp Atterbury The Passport Agent can forward to you if you are already in training.

MAIL TO: Camp Atterbury
ATTN: (YOUR NAME) C/O DoD-EC
647 Gatling St
Edinburgh, IN 46124

IV. MEDICAL AND DENTAL CLEARANCE

All Department of Defense Deployers participating in the DoD-Expeditionary Civilian (DoD-EC) program under US CENTCOM MUST be medically cleared for deployment. These examinations will determine your medical, psychological, and physical fitness for deployment in accordance with the USCENCOM INDIVIDUAL PROTECTION AND INDIVIDUAL-UNIT DEPLOYMENT POLICY, Modification 14; commonly referred to as "MOD 14" and "MOD 14-Tab A."

While some health conditions may be waived, some cannot. The medical clearance process evaluates your health status to ensure you are medically fit to do your job in a contingency environment. Be open and honest about your health, history and/or medical conditions. Don't run the risk of being sent home or medically evacuated from theater.

All medical, dental, vision, and hearing examinations, lab tests/results and immunizations must occur and be completed within **90 calendar days of the deployment report date**. Pre-deployment exams should be scheduled early to ensure your medical is completed by the deadline date. All labs to include EKG MUST be drawn within 90 days of your arrival to Camp Atterbury. All other exams can be completed within 12 months of your deployment date, but should not expire sooner than. It's imperative to take action and schedule appointments if you are within the 90 day window. This is the most time intensive requirement of pre-deployment. Without being medically cleared by Camp Atterbury Provider, you cannot deploy.

MEDICAL --ENGAGE EARLY

Please engage with the medical processing as early as possible. The **Camp Atterbury Joint Maneuver Training Center (CAJMTC)** is the only office that can medically clear you if you go through Camp Atterbury for training. The Camp Atterbury CRC Provider is the Provider clearing you for deployment, unless a medical waiver is adjudicated at which the Command Surgeon General reviewing your medical waiver is the clearing authority for your deployment. It is your responsibility to provide the Camp Atterbury Medical Team with all documents prior to your arrival and to arrive at Camp Atterbury medically ready to deploy. CAJMTC may require additional labs, tests or identify waivers needed. It is your responsibility to confirm receipt with Camp Atterbury Medical Team.

By Email: (It's recommended that you protect your file(s) with a password as you cannot encrypt to a group email or by sending encrypted to: dana.d.johnson30.ctr@mail.mil and Teresa.a.isgrigg.civ@mail.mil. In the SUBJECT Line of the email: Write your name, position number and training dates at Camp Atterbury, the word Medical and DoD-EC in the subject line. (Example: WRIGHT/123456/7-20 JUN 2016 DoD-EC MEDICAL)

Secondary option FAX: 812-526-1178 Combine all applicable medical documents into a single set and cover with the Privacy Act Cover Sheet included at the end of this Guide. On the COVER PAGE, include your name, report date to Camp Atterbury, the words Medical and DoD-EC, and your return telephone number. (Example: John Smith, 4-14-2013, Medical, DoD-EC // FROM John Smith at tel. 222-222-2222).

Confirm Receipt: Follow up of your email or fax.

Points of Contact:

Jon Agee, APRN Nurse Practitioner (Primary)
Teresa Isgrigg, LPN
Dana Johnson, Medical Liaison
Sandra Harrold, Supervisory Nurse
Wendy Wood, Alt Admin Medical Specialist

Tel: 812-526-1499 ext. 62256
Tel: 812-526-1499 ext. 61144
Tel: 812-526-1499 ext. 62957
Tel: 812-526-1499 ext. 61947
Tel: 812-526-1499 ext. 64862

As a DoD civilian Deployer projected for deployment, you have options for completing your pre-deployment physical: See Appendix C – Comprehensive Checklist of this pre-deployment

Exams at the nearest Military Treatment Facility (MTF) and the Civilian Occupational Health clinic for your Component <u>Nearest Military Treatment Facility:</u> http://www.tricare.mil/mtf/	OR	Exams with your private Primary Care Manager and the Occupational Health office for your Component (**with the exception of hearing exam which MUST be conducted by a military Audiologist in the DOEHRs system)
<u>Take your Offer Letter, *OF-178 Form (via email), and Appendix C – Comprehensive pre-deployment checklist of this guide with you to the appointment. <i>*Please ensure use of the OF-178 Form that was provided to you in your Welcome Packages sent by your Force Provider that has Part B pre-filled.</i></u>		

guide will provide a listing of medical, dental and applicable health forms needed.

Deployment Orders are NOT REQUIRED in order to schedule a pre-deployment medical exam at an Occupational Health Clinic. Your deployment notification contains details and information about your projected deployment. Contact your Service/Agency DoD-EC POC for guidance or assistance with scheduling issues.

You **MUST** initiate an online medical assessment that will be finalized during your final medical exam at Camp Atterbury prior to your arrival. The [Pre-Deployment Health Assessment](https://rc.mods.army.mil/MHA/default.aspx) (DD-Form 2795) (<https://rc.mods.army.mil/MHA/default.aspx>). Refer to slide #12 of CAIN Medical slides sent in Medical Welcome email for instructions. For systems issues, contact the MHA help desk DSN 761-4976; MODS Support Team 1-888-849-4341. IF you completed your PDHA online at a Navy or Air Force Occupational Health clinic, PLEASE be sure to print off your completed assessment results and either send with your medical documents prior to arrival or hand carry them with you. Camp Atterbury medical personnel DO NOT have access to the Navy (EDHA) or Air Force (ASIMS) medical systems to access/verify that you have completed your assessment. We can only access/view assessments that were completed in the Army system. **You cannot clear medical if your PDHA has not been completed.** If you encounter access issues, please contact the CA Medical team for assistance.

DoD civilian Deployers on a Temporary Change in Duty Station or Temporary Duty assignment in support of the DoD-EC Program, and who develop physical or psychological illnesses or injuries while forward deployed in support of U.S. military forces engaged in hostilities are eligible for health care treatment and services, including routine care, at a MTF at the same level and scope provided to military personnel. Care for DoD civilians is provided at no cost to the Deployer.

WAIVERS

- Deployers who have a condition, as described in Central Command (CENTCOM) Modification 14, Tab A as a “condition generally precluding deployment” must have a complete waiver, signed by the appropriate service component Surgeon’s Office.
- Local MTF or CAJMTTC assists with waiver submissions, ensure you coordinate with all involved until you are in receipt of a signed waiver if approved. Hand-carry a copy with you to Camp Atterbury.
- If a condition is found at CA Medical Processing that the deployer was unaware of, and it is a waiver-able condition listed in “MOD 14-Tab A,” CA Medical Staff will submit for that specific waiver on behalf of the deployer and his or her organization.

Medical Resources

Nearest Military Treatment Facility: <http://www.tricare.mil/mtf/>

Camp Atterbury Medical Team

Email: ng.in.inarnng.list.cajmtc-dpca-crc-medical-records@mail.mil

Jon Agee, APR-Nurse Practitioner (Primary)

Tel: 812-526-1499 ext. 62256

Teresa Isgrigg, LPN

Tel: 812-526-1499 ext. 61144

Dana Johnson, Medical Liaison

Tel: 812-526-1499 ext. 62957

Sandra Harrold, Supervisory Nurse

Tel: 812-526-1499 ext. 61947

V. ONLINE TRAINING

All DoD Deployers participating in the DoD-EC program under US-CENTCOM, will complete approximately (40) hours of required online computer training; more commonly known as Theater Specific Individual Readiness Training (TSIRTs) or Computer Based Training (CBTs). Appendix C provides a list of the individual courses. The below link will give you direct access to all of the on-line training:

- <https://www.atterburymuscatatuck.in.ng.mil/Training-We-Host/DOD-EC-CEW-MODA/>

Training Certificates

Some online courses automatically fill-in the name and dated completed on a certificate at the end of the module for printing, some allow a fillable certificate to be printed at the end and some do not have a certificate at all. For those courses without a certificate, print the last page of the course, write the title of the course, your name, signature and date completed or reviewed. Keep this pseudo-certificate with the other training certificates. The Camp Atterbury Operations Team will contact you with a POC to forward completion certificates to prior to your CRC start date.

You can also forward any TSIRT Completion Certificates to the following org-box **attention to**

Jason Reed: - ng.in.inarnng.list.cajmtc.dodec-predeployment@mail.mil

You will also need to hand-carry two copies of each training certificate to Camp Atterbury.

Some online training modules are packaged instruction, some are power-point slides, and some are policy memorandums. Some online materials may need to be “saved” to your desk top and then opened to view. The entire online training requirements are listed in Appendix C comprehensive pre-deployment checklist of this guide.

All online training must be completed prior to arrival at Camp Atterbury (CA). Training should be completed within 60 days of arrival. Training requirements are listed on the comprehensive pre-deployment checklist.

- Use your email CAC certificate;
- Ensure your computer system has the latest security certificates
- Delete browsing history
- Clear cache (under Internet Options)
- Close all extra browsers.

AKO Website - Access

Unless you have an ARMY AKO sponsor you will not gain access to this website via CAC card. DoD-EC Staff Personnel at Camp Atterbury cannot provide sponsorship on this site. All training materials can be accessed as a “guest” account. Once you are logged-in as a guest complete a “search” for the training material.

ISOPREP – PERSONNEL RECOVER-ISOLATED PERSONNEL REPORT

All DoD Deployers participating in the DoD-EC program under US-CENTCOM will complete or update a Personnel Recovery-Isolated Personnel Report (ISOPREP) in the Personnel Recovery Mission Software (PRMS) database. All personnel travelling OCONUS must complete the Pre-CONUS Travel File Program Survey (PRO-File) also known as a DD Form-1833 ISOPREP – you are completing the electronic version. Your record will include photographs.

Prior to filling out your PROFILE please ensure that you have two photos uploaded to your computer. The pictures must be color. One frontal, one right profile, and must be visible from the shoulder up to ensure the face can be easily recognized. Full body pictures are not authorized. Name and rank cannot be displayed in these photographs. Ensure that the background of your pictures is against a neutral wall. Photos need to be at least 200x200 pixels with the file size less than 200k.

****YOU MAY ACCESS FROM NIPR****

<https://prmsglobal.prms.af.mil/>

ACCESS FROM SIPR

<https://prmsglobal.prms.af.smil.mil>

*****Please be sure that you are using Internet Explorer version 10 or above.
ISOPREP WILL NOT work on Edge or chrome**

1. You must complete the entire PRO-File in one session. You cannot save a partial PRO-File.
2. You will need to know the date you completed the SERE 100.2 Code of Conduct Training Course
3. Fields marked with * are mandatory
4. Fields marked with ~ are highly recommended
5. When finished you should obtain a copy of a PRO-Forms Certificate of Completion. If not, this FIRST step for ISOPREP is not done.

Please be sure to upload your photos first before entering data; you will find the photo section in the second section directly under the “General Information” block, click the plus sign on the left of the block to expand the section. After you are complete with uploading your two photos proceed back to the general information section and complete the entire form.

Be sure to note ALL of the + (PLUS) signs to the left of sections as you will need to click on them to expand the section so that you do not miss filling in any portion of the ISOPREP profile.

Also very important to utilize the mouse function when needed instead of hitting the enter button.

This is especially important when filling in the service Info section of the form. There will be two blocks to fill out and a brown magnifying glass; ONLY click the magnifying glass. (Again utilize the mouse.)

This will take you to the Unit Selection. Go to the UIC block and type in your UIC. (If you do not know your UIC please contact your home office) Once your unit populates below double click it.

This will then take you back to the form and it will have inputted your UIC information in the correct block.

Continue to fill out the form accordingly.

Note that the last few sections are very particular in how they need to be filled out.

50-53. Personal authentication statements. **IF YOU WERE NOTIFIED THAT CORRECTIONS NEED TO BE MADE TO THESE BLOCKS, READ ALL THE WAY THROUGH THE INSTRUCTIONS TO AVOID REPLACING ONE ERROR WITH ANOTHER. These blocks require declarative statements, not questions and answers. They should involve easily remembered personal events or details that are not subject to change. A recovery force using statements to authenticate the individual must be able to derive **a minimum of four questions from each statement.**

IE. While living in Porter, Oklahoma in 1972 I had a black and tan Doberman named Crockett.
The following questions can be derived from this statement:

What state did you live in 1972?

What town did you live in Oklahoma?

What was your dog's name?

What color was your dog?

What type of dog did you have?

a. These statements should be simple, declarative recollections of strong memories based upon real personal events that have occurred to the individual.

b. Do NOT invent stories that may not be remembered during an actual recovery due to the stress of the situation.

c. Do NOT use memories subject to change (i.e. My favorite ice cream is, my favorite dog is, etc.).

d. Do NOT use slang or jargon, which may not be understood by the recovery forces. If the recovery force cannot understand the statement, they cannot formulate a question.

e. Avoid referencing information, which is public knowledge or can be found in the individual's military records. NOTE: This includes high school and colleges that you went to, information about a child (name, birthplace, date)...anything that can be found on line, in a year book, etc. cannot be used.

f. Avoid using culturally sensitive information.

g. Avoid using information which would cause embarrassment if disclosed.

h. Avoid using information that can reasonably be considered unprofessional.

54. Authentication number: Enter an easily remembered four-digit number. This number should **not** be part of military records, derived from SSN, or public information. The authentication number must be able to produce separate questions and responses by addition, subtraction, or multiplication of the four digits. Examples of good numbers are: 8143, 6392, and 9463.

The following examples which should **NOT** be used are as follows:

a. Numbers should NOT repeat, i.e. 7777

b. Numbers should NOT repeat, i.e. 2799, 6625

c. Numbers should NOT be sequential, i.e. 1234, 5678

d. The number 0 (zero) can not appear anywhere in the sequence, i.e. 0354, 3054

When all blocks are completed, select save and you will receive your certificate. Ensure you receive the "all items have been saved" message. Contact the PRCC to enter your completed/reviewed date for your ISOPREP if you have just created a profile. If you are only accomplishing a review, you may update your review date on your own.

You are required to review your ISOPREP a minimum of six months prior to deployment/TDY start date.

If you have any trouble you may call PRMS global at 586-239-3701 but first please go through the above steps and try to complete.

Example of Step One ISOPREP Certificate:



General tips for ISOPREP

If you have travelled OCONUS as a DoD Deployer (MIL or CIV or CTR), you may already have created an ISOPREP record in PRMS. Consult your organization's PRMS Manager or Deployment Manager for assistance for updating and/or reviewing your previous ISOPREP record.

If you need help or do not know who your PRMS Manager is, contact the PRMS OTS Management Office, PRMSMail@jricp.osis.gov, commercial 586-239-3701, DSN 312-273-3701, for assistance. You will need your current organization and chain of command information so they can help identify a PRMS contact for you.

Technical tips

1. Please be sure that you are using internet explorer version 10 or above. ISOPREP WILL NOT WORK on Edge or Chrome.
2. Clear your Temporary Internet Files, Cookies, and Form Data (Tools>Internet Options>Delete Browsing History) and from the same Internet Options select the Content tab and then Clear SSL State.
3. Re-enter the URL (manually) <https://prmsglobal.prms.af.mil/>
4. BEGIN THE PROCESS BY UPLOADING PHOTOS FIRST. Skip your name and all the fields above "Photos," as well as the dates the photos were taken.
5. After uploading the photos, then enter the dates your photos were taken, and proceed to complete the entire form.
6. Do not include any special characters in any fields (i.e. NA rather than N/A)

VI. DEPLOYMENT ORDERS

Orders will need to be issued for deployers participating in the DoD Expeditionary Civilian program under USCENTCOM. The DD-Form 1610 (Request for Authorization for TDY Travel of DoD Personnel) is the preferred method for orders writing (all other versions of deployment orders tend to cause delays and administrative issues during the mobilization and travel process for the deployer).

******(DO NOT TRAVEL TO CAMP ATTERBURY WITHOUT VALID DEPLOYMENT ORDERS. CAMP ATTERBURY "WILL NOT" ACCEPT ANY DEPLOYER IN TO THE CRC WITHOUT VALID ORDERS – THEY WILL BE SENT HOME)******

Deployment orders are usually generated no earlier than 30 days from departure. Depending on your Service Component processing, you may either:

Consult your service component DoD-EC representative for assistance with deployment orders.

Important Things to Know

1. Complete Minimal DTS training. See DTS training below.
2. **Follow** your Service Component instructions for generating travel authorizations and orders; consult your Finance or Resource Budget Office for assistance and guidance.
3. LOCAL FUND CITE must be used – there is NO CENTRAL FUNDING. The local Finance or Resource Budget Office will provide the necessary information to capture the OCO (formerly GWOT) costs. Note: Since you are deploying as a DoD civilian Deployer, your home station/command is responsible for 100% of your salary and incremental expenses during your deployment.
4. Travel orders for TDY assignments in support of a contingency operation are the exception to the rule and can be processed for a period of more than 180 days.
5. Either the Deployer or the designated person at the parent command will prepare the TDY orders following the guidance in the pre-deployment package.
6. Depending upon how DTS was loaded at your organization, some Deployers encounter problems when utilizing DTS for their long term travel/beyond 180 days.
7. Manual orders will need to be prepared if unable to process one set of orders in DTS for any reason, i.e., long term, crossing fiscal years.
8. Travel orders should cover the ENTIRE period of the deployment, and:
 - a. Begin with the date Deployer travels to Camp Atterbury in Edinburgh, Indiana.
 - b. Cover a 390 day period (for a 12 month deployment) or a 300 day period (for a 9 month deployment), or 210 day period (for a 6 month deployment).
 - c. Block 11, Itinerary, reflect, "From: (specify Residence), To: Camp Atterbury, IN, To: BWI, To: Kuwait, To: (Specify location and country in theater), and Redeploy to BWI, Camp Atterbury IN, then Home Station." Insert into Remarks block to show full route.
9. When returning from deployment, Deployers **will return through** Camp Atterbury, IN for post-deployment processing. POCs:
 - Group email: nq.in.inarnq.list.cajmtc-cew-moda@mail.mil
Anthony Miller: anthony.j.miller20.ctr@mail.mil
Jason Reed: jason.k.reed6.ctr@mail.mil
10. Lodging and meals provided at Camp Atterbury and in theater.
11. All orders, DD-1610 or CED, MUST state Variations Authorized.
12. A copy of the CED or DD-1610 orders MUST be provided to the servicing Human Resources/Civilian Personnel Office as soon as they are completed.

13. Both CED orders and DD-1610 orders can be amended if/when corrections are necessary.
14. If the deployment crosses over one Fiscal Year to another Fiscal Year, a statement **MUST** be listed in the remarks: "Deployment will cross over FY## to FY##; amendment to provide updated FY## fund information will be provided when available. Total duration of TDY approximately ### days."

Roadmap of DD Form 1610 is self-explanatory, unless otherwise stated below:

BLOCK #	ENTER
5	Enter current permanent duty station, unit, agency, or command name, unit identification code and location
8	AA-ROUTINE TDY
9	DEPLOYMENT IN SPT OF DoD-EC or SPECIAL MISSION DoD-EC
10a	390 days(for a 12 month deployment) or 300 days (for a 9 month deployment), or 210 days (for a 6 month deployment).
10b	Date travel begins to Camp Atterbury
11	"X" Variation Authorized
11	"From: (specify Residence), To: Indianapolis, IN, To: BWI, To: Kuwait, To: (Specify location and country in theater), & Redeploy to BWI, Camp Atterbury IN, then (specify Home Station)"
12	"X" As determined by appropriate Transportation Officer; minimum selections may include: commercial air; government air, government vehicle; advantageous to the government. (follow Service Component guidance)
16	<p>REMARKS: Block 16 contains a variety of instructions unique to your deployment situation. Numerous conditions associated with your deployment should be noted on your travel orders, in Block 16. Following is a list of most common conditions typically addressed. <i>The list is NOT all-inclusive – there may be unique situations that apply only to you – and some of these conditions may not apply to you.</i></p> <ul style="list-style-type: none"> a. Deployment Authorization Number (Position #) and Duty Location b. Security clearance level: Verified by: (Add Security Manager NAME, PHONE # Commercial AND DSN) c. Overtime and compensatory time authorized at TDY site(s) as required by deployment supervisor. d. All salary earned during deployment is subject to income tax. e. Cost of an official passport is reimbursable. f. POV and rental car are not authorized at the Camp Atterbury location. g. Taxi or shuttle to/from airport is authorized. h. Medical care and dental care are authorized IAW service regulations; non-reimbursable care authorized at deployment site. i. TDY is under "FIELD DUTY" conditions; Government Quarters and Mess are available and will be utilized. Lodging/meals are provided; per diem limited to incidentals rate (\$3.50) only. j. Prior to leaving Permanent Duty Station, individual must receive country brief from the Force Protection Office. k. Exchange, commissary and MWR privileges are authorized. l. Use of government travel card is required. m. Claims may be submitted during the TDY period and must be submitted manually.

	<p>n. Final Travel Voucher must be submitted within 5 days of return to home station.</p> <p>o. Excess baggage is authorized.</p> <p>p. Duties of the position require the Deployer to be armed. (if/when applicable)</p> <p>q. Deployment will cross over FY## to FY##; amendment to provide updated FY## fund information will be provided when available. Total duration of TDY approximately ### days.”</p> <p>r. Variations Authorized</p> <p>s. Member is authorized to be armed and travel with a weapon.</p>
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Follow your Service Component instructions for generating travel authorizations and orders; consult your Finance or Resource Budget Office for assistance and guidance.

Recommend for Defense Travel System Users

The Defense Travel resources online include the Travel Explorer (TraX) for accessing online DTS training: <http://www.defensetravel.dod.mil/site/trax.cfm>

Minimal DTS training, 3 modules: DTS Basic 1) About DTS, 2) DTS Travel Documents (DTS 101), and Programs & Policies, can be found on the TRAX Travel Explorer web site (CAC Access), under Training. Direct Link:

<https://www.defensetravel.dod.mil/Passport/bin/Passport.html?CFID=22776309&CFTOKEN=10919100#myViewStack=1>

It is highly recommended that you take the following training in TraX (if you haven't already) as you prepare for your class: "DoD Travel Policies," "About Defense Travel System (DTS)," and "DTS Travel Documents 101;" as well as "DoD Travel Card Program 101."

For technical assistance in utilizing the DTS system to create the travel authorization / DD-1610, contact the DTS Travel Assistance Center, 24 hours a day, 7 days a week; 1-888-435-7146; web link: <http://www.defensetravel.dod.mil/site/tac.cfm>

~Sample DD Form Next 2 Pages~

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)						1. DATE OF REQUEST (YYYYMMDD)	
REQUEST FOR OFFICIAL TRAVEL							
2. NAME (Last, First, Middle Initial)			3. SOCIAL SECURITY NUMBER XXX-XX-1111		4. POSITION TITLE AND GRADE/RATING		
5. LOCATION OF PERMANENT DUTY STATION (PDS) Your current permanent duty station, unit name, unit identification code (UIC) and location.				6. ORGANIZATIONAL ELEMENT		7. DUTY PHONE NUMBER (Include Area Code)	
8. TYPE OF AUTHORIZATION TDY		9. TDY PURPOSE (See JTR, Appendix H) DEPLOYMENT IN SPT OF CEW		10a. APPROX. NO. OF TDY DAYS (including travel time) 390		b. PROCEED DATE (YYYYMMDD) 20160108	
11. ITINERARY		<input checked="" type="checkbox"/> VARIATION AUTHORIZED					
"From: (specify Residence), To: Indianapolis, IN, To: BWI, To: Kuwait, To: (Specify location and country in theater), & Redeploy to BWI, Camp Atterbury IN, then (specify Home Station)"							
12. TRANSPORTATION MODE							
a. COMMERCIAL			b. GOVERNMENT			c. LOCAL TRANSPORTATION	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	PRIVATELY OWNED CONVEYANCE (Check one)
	X			X	X		RATE PER MILE: _____
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only) CIC - Customer Identification Code - ONLY IF REQUIRED.						<input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR	
13.		a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.			b. OTHER RATE OF PER DIEM (Specify)		
14. ESTIMATED COST							15. ADVANCE AUTHORIZED
a. PER DIEM \$		b. TRAVEL \$		c. OTHER \$		d. TOTAL \$ 0.00	\$
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) LIST FULL TRAVEL IN REMARKS if FULL TRAVEL DOES NOT FIT in BLOCK 11: "From: (specify Residence), To: Indianapolis, IN, To: BWI, To: Kuwait, To: (Specify location and country in theater), & Redeploy to BWI, Camp Atterbury IN, then (specify Home Station)"							
a. Deployment Authorization Number (Position # _____) and Duty Location and Country b. Security clearance level: Verified by: (Add Security Manager NAME, PHONE # Commercial AND DSN) c. Overtime and compensatory time authorized at TDY site(s) as required by deployment supervisor. d. All salary earned during deployment is subject to income tax. e. Cost of an official passport is reimbursable. f. POV and rental car are not authorized at the Camp Atterbury location. g. Taxi or shuttle to/from airport is authorized. h. Medical care and dental care are authorized LAW service regulations; non-reimbursable care authorized at deployment site.							
17. TRAVEL-REQUESTING OFFICIAL (Title and signature) Home Station Requesting Official				18. TRAVEL-APPROVING/DIRECTING OFFICIAL (Title and signature) Home Station Finance/Resource Certification			
AUTHORIZATION							
19. ACCOUNTING CITATION Home Station Fund Citations							
Deployment will cross over FY## to FY##, amendment to provide updated FY## fund information will be provided when available. Total duration of TDY approximately ### days."							
20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and signature) Home Station Finance/Resource Order-Issuing Official						21. DATE ISSUED (YYYYMMDD)	
						22. TRAVEL AUTHORIZATION NUMBER	

PRIVACY ACT STATEMENT

(5 U.S.C. 552a)

AUTHORITY: 5 U.S.C. 55201, 5702, and E.O. 9397.

PRINCIPAL PURPOSE(S): Used for reviewing, approving, and accounting for official travel. SSN is used to maintain a numerical identification system for individual travelers.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay or preclude timely authorization of travel request.

16. REMARKS (Continued) (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)

- i. TDY in Afghanistan, Djibouti, and Iraq is under "FIELD DUTY" conditions; Government Quarters and Mess are available and will be utilized. Lodging/meals are provided in Afghanistan/Iraq; per diem limited to incidentals rate (\$3.50) only.
- j. Prior to leaving Permanent Duty Station, individual must receive country brief from the Force Protection Office.
- k. Exchange, commissary and MWR privileges are authorized.
- l. Use of government travel card is required.
- m. Claims may [REDACTED] period and must be submitted manually.
- n. Final Travel Voucher must be submitted [REDACTED] days of return to home station.
- o. Excess baggage is authorized.
- p. Duties of the position require the employee to be armed. (if/when applicable)
- q. Deployment will cross over FY## to FY##; amendment to provide updated FY## fund information will be provided when available. Total duration of TDY approximately ### days."
- r. Variations Authorized
- s. The traveler is entitled to DoD provided health care in theater and medical evacuation from theater at the same level and scope provided to a military member. When traveler incurs a deployment-related medical emergency, the traveler is entitled to DoD provided emergency and continuing medical care at a DoD Military Treatment Facility at the same level and scope provided to a military member. (DoD Directive 1404.10, JAN 2009).
- t. Authorized to carry government-issue weapon and ammunition when directed and permitted by the in-theater command and when properly trained in weapon familiarization. (when applicable)

VII. TRAVEL & HOTEL INFORMATION

Department of Defense deployers participating in the under USCENTCOM usually includes traveling to Camp Atterbury, Indiana, to complete residential training and finish administrative deployment processing. Once you complete the residential training, then you will travel to theater and finally to deployment location.

General Travel Routine

From your home station you will travel to Indianapolis Airport (IND), At IND you will connect with a Camp Atterbury facilitator along with the other CENTCOM DoD-EC deployers for transportation to Camp Atterbury. After the two-week session at Camp Atterbury, you will be taken back to IND to then travel to Baltimore-Washington International (BWI) Airport. If un-armed you will travel on Saturday after training to BWI where you have an overnight stop until Sunday. If arriving armed at BWI you will travel on Sunday, you will not need a hotel overnight. At BWI you will connect with the MILAIR rotator that will take you into theater. Please note that a 3-5 day delay in Kuwait is typical while waiting for your follow-on flight to your final deployment destination.

Stateside Travel Responsibility

Deployer you are responsible:

1. Flight from home station to IND (Camp Atterbury).
2. If arrival day is Saturday before training a hotel reservation in Indianapolis will be required.
3. After training flight from IND to BWI.
4. Unarmed fly on Saturday with hotel reservation required in Baltimore. Armed fly on Sunday.

Camp Atterbury Facilitators will:

1. Arrange MILAIR transportation.
2. Provide MILAIR information to you during training.
3. Multiple connecting flights (i.e. two stops) in theater, Camp Atterbury will make those follow-on reservations as well.

Guidance

1. All travel, CONUS and OCONUS, must be included on your deployment orders, DD-1610 or CED orders.
2. Use your organization's contracted Commercial Travel Office to support travel and hotel arrangements.
3. Travel TO IND: Schedule your **travel to Indianapolis Airport (IND) for ARRIVAL NO LATER THAN 11 AM on the class start date.** If you are unable to arrive by 11 AM on Sunday, schedule your travel to arrive Saturday evening and stay in a near-by hotel that has a free shuttle and government rate.
4. ALL residential training participants will meet the Camp Atterbury facilitator at IND Airport Baggage Claim-6 NO LATER THAN 11 AM on Sunday with baggage ready to travel to Camp Atterbury. A volunteer with the program (Ms. Maryam Noorzad – mnoorzad11@gmail.com) will reach out to you by an introductory email with additional information for your arrival on Sunday.
5. Lodging and meals are provided at Camp Atterbury for the entire two-weeks. No rental car or private vehicle is authorized. You can take your cell phone and a laptop computer with you. The two-week schedule is packed with training and administrative processing.

6. Travel FROM IND to BWI:

- a. **UN-ARMED** – Schedule your travel to depart from IND Airport (going to BWI) **AFTER 11AM on Saturday after training is complete.** Camp Atterbury transportation will be available. Allow yourself the time to check-in and not rush to meet your plane. Book a hotel overnight. Ensure the hotel is near BWI and has a free shuttle and government rate.
- b. **ARMED** – Schedule your travel to depart from IND Airport (going to BWI) **AFTER 11AM on Sunday after training is complete.** Camp Atterbury transportation will be available. Allow yourself the time to check-in and not rush to meet your plane.

Other Info

Daytime Lodging. Always consult your home station Finance/Resource office for assistance. Hotel check-out is usually before Noon. For choosing to book a "second night," per the [JTR, Chapter 2: Official Travel, Part M](#): Miscellaneous Expenses (page 2M-5), travelers may stay a "second night" as airport daytime lodging;

- c. "Lodging Fees / Daytime Lodging Charges
- d. Reimbursable when authorized/approved by the AO.
- e. Includes:
 - i. Room occupancy lodging charges for late departure, early arrival, or
 - ii. Airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience."

Return from Theater/Redeployment

At the end of your deployment, you will travel from theater back to Camp Atterbury, before going to your home station, for the demobilization processing. Follow the instructions provided in theater for redeployment travel. It is critical that you **contact Camp Atterbury as soon as your reservation is made** to return from your deployment. Failure to contact Camp Atterbury on your return may delay your return home. Be sure to keep them informed of any itinerary changes.

Redeployment contact is Anthony Miller 317.741.5284 / Jason Reed 317.741.5320, email contact: ng.in.inarng.list.cajmtc-cew-moda@mail.mil. Ensure you contact Jason or Anthony as soon as your travel arrangements are made (prior to leaving theater) to ensure/arrange pick-up at airport.

If your flight from BWI to IND arrives after 1500, you will be required to stay at one of the local hotels near the IND airport and will then be picked-up the following business day at the IND airport for transportation to CAIN for out-processing. All of your CIF gear will remain in your possession until the following morning when you begin the redeployment process. If you have a weapon it will be secured at all times.

Resources:

Your Service Component's Contract Travel Office

Defense Travel System - DTS: <http://www.defensetravel.osd.mil/>

Defense Travel Management Office – DTMO: <http://www.defensetravel.dod.mil/>

Indianapolis Airport Hotels: <http://www.airporthotelguide.com/indianapolis/map.html>

Be sure the hotel provides a shuttle service to the IND airport.

Baltimore-Washington International Airport Hotels: <http://www.bwi-hotels.com/map.html>

***Be sure the hotel provides a shuttle service to the BWI airport.

VIII. RESIDENTIAL TRAINING

Department of Defense Deployers participating in the DoD Expeditionary Civilian program under USCENOTCM includes residential training and the final phase of pre-deployment administrative processing at Camp Atterbury in Indiana before going to theater. The standard program is a two-week curriculum consisting of classroom courses and field exercises. Phase one schedule is conducted at the Camp Atterbury Joint Maneuver Training Center (CAJMTC) in Edinburgh, Indiana. Phase two training is conducted at the Muscatatuck Urban Training Complex (MUTC) in Butlerville, Indiana. ***** (THERE ARE NO WEEKENDS OR HOLIDAYS OFF DURING THE TWO WEEK MOBILIZATION & TRAINING COURSE. NO LEAVE IS AUTHORIZED) *****

Phase One – Camp Atterbury

Material covered in the training conducted at Camp Atterbury includes final pre-deployment processing, final medical processing, validation of on-line training, arming package, information on mobilization. Phase one (approximately four (4) days) training is essential for providing deployers with an enterprise-wide knowledge base and cannot be waived.



Camp Atterbury Training Environment

Students are assigned to a two-person dormitory-style room with a shared bathroom and common areas. The CA compound includes a Laundry Facility, Dining Facility (DFAC), Gym, Post Exchange (PX), ATM, All-Ranks Club, Computer Lab, and USO (access to current or retired military members only).

Phase Two – Muscatatuck

Training is conducted at Forward Operating Base (FOB) Panther at the [Muscatatuck Urban Training Center \(MUTC\)](#). Students will spend approximately nine (9) days at the FOB, integrated with U.S. military personnel in the same manner experienced in theater. Conditions have been established to mimic the type of austere living conditions found in theater, including sleeping in open bay trailers, use of field showers and toilets, and subsistence at a military dining facility. Training consists of weapons familiarization and qualification (if required), classroom instruction and practical application exercises, culminating with a two-day immersive field event. The two-day immersive exercise is physically demanding and requires participants to be equipped in military protective gear (Kevlar vest and helmet).

Throughout the phase students will be presented with a series of role-play exercises duplicating the various scenarios in which they may find themselves during their deployment, including negotiating sensitive situations and engaging host-country partners to build collaborative relationships. Students will also be involved in mock ambushes and IED strikes, which will be filmed for debriefing and review.

Muscatatuck Training Environment

The Forward Operating Base (FOB) Panther at MUTC ([Muscatatuck Urban Training Center](#)) does not contain the type of amenities found at CA (ATM, Post Exchange, etc.) and deployers should prepare themselves for this environment and ensure that they bring appropriate clothing and personal necessities. While students will be provided linens, pillows, and blankets for their beds, they are not provided towels at MUTC. Students should bring their own towels/toiletries with them.

MUTC Facilities Facts

- No ATM, PX or post office available
- Laundry facilities available ("HE" detergent only).
- Linens provided
- Towels, toiletries not provided
- Communal living (several students per trailer, outside showers/latrines)
- FOB Panther is built upon a gravel base, you will need sturdy shoes for support
- Bring shower shoes, eye protection (issued) and gloves
- Internet via Cat-5 Cable in the classroom only (available 24/7)

MUTC Quarters



Packing for Training and Deployment

You will be able to take only a limited amount of region / activity-specific clothing with you for the entire duration of deployment, whether it's 6 months, 9 months or 12 months in length. A **practical checklist of appropriate clothing** can be found in Appendix A, of this guide

At Camp Atterbury, you will be provided:

- "Up to" three (3) duffle bags to take to theater to transport all your clothing, equipment, and personal items that you will use while in theater.
- Multi-cam uniforms are ordered by the equipment warehouse At Camp Atterbury, if required by your position; see Job Offer email / letter to verify.
- Standard minimum equipment for deployment to a combat zone: Kevlar Helmet (ECH), IOTV (Improved Outer Tactical Vest), Pro-Mask, Eye Protection, and Individual First Aid Kit (IFAK) is required for all DoD-EC deployers. This equipment is ordered via the Camp Atterbury CIF during the mobilization process; then the equipment ordered is received during the second phase. **CAVEAT: Deployment positions in Kuwait and some in Iraq/Qatar will not be issued this equipment.**

The authorized uniforms and equipment must be taken with you to theater. Items weigh between 40-50 lbs. This is important because you will have weight requirements for your duffle bags when flying on MILAIR:

- 70 lb maximum weight for checked bags – authorized three each.
- 50 lb maximum weight for carry-on bag – authorized one each.

Please consider these restrictions when preparing for your flight and when packing your personal items. We recommend using soft-sided bags for your personal items so that you may more easily consolidate them with your CIF-issued items.

IMPORTANT:

Tough Boxes are authorized for baggage check (i.e., Pelican Case, Gorilla Box, Tuff Box, etc.) they will need to follow the guidelines. Not over 80 linear inches (length + width + height) and not weighing over 70 pounds

NOTE: If you choose to ship some of your material to theater, be sure to wait until you have successfully been processed through the medical portion of the mobilization process first. Shipping will be off-post, the Friday prior to leaving Camp Atterbury for theater.

MILAIR Baggage Allowance at BWI:

You are authorized two (2) checked pieces with each piece not exceeding over 80 linear inches (length + width + height), and not weighing over 70 pounds each. Baggage weighing in excess of 70 pounds will be charged excess baggage fees and is maxed out at 100 lbs. Excess baggage fee is \$125.00 each.

Excess baggage is authorized with orders stating either "Special Mission" or "Excess Baggage Authorized". This will allow for up to five (5) bags plus one (1) for weapon.

Each passenger is permitted to hand carry one article, (e.g., small luggage, garment bags, backpack, and one personal item, e.g., cosmetic case, purse, briefcase, small boxes, packages), for storage in the passenger cabin area. The weight of these items will not be considered as part of the passenger's baggage authorization. Hand-carried items cannot be larger than 45 linear inches and must fit under the passenger's seat, or in the overhead compartment. Items that are too large will not be accepted for passenger cabin storage and must be checked-in. Approximate dimensions are (9" x 14" x 22") for a total of 45 inches.

NOTE:

Tough boxes are permitted, but will need to follow the guidelines (cannot exceed 80 linear inches (length + width + height) and not weigh more than 70 pounds each.

UNIFORMS

Specific to your current DoD-EC deployment, uniforms may or may not be required. Uniform requirement is indicated on the Job Offer email and Welcome Package email.

IF REQUIRED – If uniforms are required for your position, up to four (4) full sets (pants, undershirts, over-shirt, hat, socks, belt and boots) are issued at Camp Atterbury.

IF “NOT” REQUIRED – Two (2) optional sets can be issued at Camp Atterbury at deployer’s request. It is not a requirement, but is recommended.

EQUIPMENT

The mandatory gear cannot be declined.

For all DoD-EC deployers, the minimum mandatory gear issued at Camp Atterbury is:

- ECH Helmet - Specific to your measurements; you will be shown how to customize it to your head.
- Body Armor IOTV-GEN III/GEN IV - Specific to your measurements; you will be shown how to customize it to your body.
- Eye Protection - Part of the medical documentation you provide to the Camp Atterbury Medical Team needs to include pupillary measurements, as well as eyewear prescription if needed. Camp Atterbury will order the inserts; specific to your measurements; you will be shown how to customize it to your gas mask.
- Protective Mask - Specific to your measurements; you will be shown how to adjust the mask to your face.
- Individual First Aid Kit (IFAK)

CAVEAT: Deployment positions in Kuwait, Qatar, and Iraq will not be issued the standard equipment. If position requirements change, equipment can be issued in theater.

ARMING

Arming requirement is indicated on the Job Offer email and Welcome Package email. If the position is armed, an “Arming Packet” E-email will be sent with required documents to be completed and returned to the deployer’s Home Station Deployment Coordinator for final action. If there’s a requirement for the deployer to be armed, then they will be issued a weapon from Camp Atterbury. Whether the deployment position requires arming or not, all DoD-EC deployers will receive weapons training and fire on the M9 qualification range while at MUTC.

IX. PERSONNEL ACTIONS, PAY ENTITLEMENTS & WORK SCHEDULE OVERVIEW

Your successful pay during deployment can be thought of as “coin”: ONE SIDE is your bi-weekly time cards (for regular hours worked, overtime and night differential) managed through the electronic time card system at your home station. The SECOND SIDE are the personnel actions in the Defense Civilian Personnel Data System (DCPDS) for formal personnel record, danger pay and post differential actions.

Stakeholders of Your Deployment

Stakeholders you will engage:

- Deployment Supervisor
- Home Station Supervisor and unit chain of command
- Home Station Civilian Personnel/Human Resources Office (CPO or HRO)
- Home Station Civilian Payroll/Finance Office

Remember the Contact Listing (Page 6)? Now is the time to ensure you have a good contact name/email/telephone number for these stakeholders and that they are aware of your deployment and the appropriate actions.

Once Deployed Work Schedule & Time and Attendance

1. Home stations customer service representative (timekeeper) will need to change deployer's work schedule in the electronic time keeping system as determined by the deployment commander.
2. The time card template, or "shell," in the electronic time keeping system at home station needs to be updated to accommodate the deployment work schedule in order for the Deployer to be paid correctly for the regular salary, any overtime worked and any night differential worked.
3. The parent command (home station) should be prepared to receive time and attendance each pay period via email for input and approval at home station that contains time approximately 12 hours a day, 6 to 7 days a week.
 - a) The deployment supervisor will sign the bi-weekly time card and the deployer will send it to his/her home station time card certifier (supervisor) who will;
 - b) Complete entry of the deployer's bi-weekly time card in the electronic time keeping system for each bi-weekly pay period during deployment.
4. Deployer should notify the activity customer service representative (timekeeper/payroll tech) of any work schedule changes occur, as authorized by deployed commander.
5. A change in a work schedule in the middle of a pay period is allowed if using Standard Labor Data Collection and Distribution Application (SLDCADA) by creating a special work schedule for the split pay period.
6. Theater HR/Customer service should have policy letters, sample timecards, and standard work schedules available.
7. The Overtime and any Night Differential would show separately on the LES. Please check your LES regularly. Contact the home station servicing Civ-Pay and home station supervisor immediately if time and attendance are not reflected in LES accurately.

Pre-During-Post RPA & Pay Entitlements Actions

1. Your home station servicing Civilian Personnel Office (CPO) or Human Resources Office (HRO) processes a Temporary Reassignment Not to Exceed Request for Personnel Action (RPA, NOA 921) for your deployment in DCPDS (IAW DCPDS Guide Module 8, Chapter 6).
 - a) A temporary position sequence number is copied from your current position sequence number for the temporary reassignment;
 - b) There is no change in pay plan, occupational series or grade for this time-limited temporary reassignment.
 - c) Updates to the temporary position sequence number for the purpose of the DoD-EC deployment include:
 - i) Fair Labor Standards Act (FLSA) status is Exempt
 - ii) Emergency Essential (E-E)
 - iii) AGLI (Aggregate Limit Indicator)
 - iv) PPLI (Premium Pay Limit Indicator).
2. This RPA generates an SF-50 for your official personnel file and is finalized within one pay period after your departure from CONUS; the effective date is the date you depart CONUS; block 5-C will list "7EW" and block 5-D will show "DoD-EC." The SF-50 is accessible to you through your e-OPF. Your home station servicing CPO or HRO can assist you to get a copy of the SF-50.
3. Before you depart home station, you will submit the Request to Waive the Bi-Weekly Pay & Annual Salary Cap memorandum to your home station chain of command for signature.
 - a) The signed Pay Cap Waiver goes to the home station servicing CPO or HRO for their action in DCPDS – Defense Civilian Personnel Data System.
 - i) The home station servicing CPO or HRO is responsible for updating the AGLI (Aggregate Limit Indicator) and PPLI (Premium Pay Limit Indicator) on your temporary reassignment position sequence number to enact the waiver of the pay cap.
 - ii) After the position sequence number update is done, Civ-Pay will also need to update the pay system to match, which is why they also need a copy of the signed Bi-Weekly Pay & Annual Salary Cap Waiver. Template Pay Cap Waiver is Appendix B.

NOTE: These 2 limits are waived on a year by year basis when/if DoD issues guidance to implement waiver at service component level.

4. After arrival in theater, you will submit the SF 1190 and Addendum SF 1190 to your deployment supervisor to verify arrival in the deployed area;
 - a) Once signed by you and the deployment supervisor;
 - b) The SF-1190 and Addendum SF-1190 go to the home station servicing CPO or HRO.
 - c) Upon receipt of the SF-1190 and Addendum SF-1190, the servicing CPO or HRO can then update your personnel record in DCPDS for pay entitlements as applicable by country and duration requirements
 - i) Danger Pay
 - ii) Post Differential

These updates then flow to the Civ.-Pay data-system (DCPS) to generate payment for Danger Pay and Post Differential, as applicable.
5. The Danger Pay and Post Differential will show separately on the LES. Please check your LES regularly to ensure accurate pay entitlements. Contact the home station servicing CPO or HRO immediately if pay entitlements are not reflected in LES accurately.

Premium Pay for Training Activities

For employees participating in residential training, such as civilian deployment training (e.g. Camp Atterbury), the lodging and meals are typically provided on a military base without additional cost for the employee or employing activity. Your DoD components must determine whether an employee is entitled to receive overtime pay for regularly scheduled training hours.

Entitlement Timelines

Department of State has determined the pay entitlements requirements. A good guide to review for your theater entitlements can be found on the DFAS web site:

<http://www.dfas.mil/civilianDeployers/understandingyourcivilianpay/theaterentitlements.html>

On the DFAS web site, you will find a sample waiver memorandum, the SF-1190 and Addendum SF-1190. To find country specific entitlements, go to the Dept. of State web site, Office of Allowances:

<https://aoprals.state.gov/> . Select "Allowances by Location" for the most current information:

https://aoprals.state.gov/Web920/location.asp?menu_id=95

End of your deployment

It is vital that you notify at least two weeks prior:

1. Home station servicing CPO or HRO and advise them of your projected return date so the appropriate actions on your DCPDS record can be initiated to end the temporary reassignment and pay entitlements based on the projected end date, your return to CONUS date.
 - a. **Failure to notify** your home station servicing CPO or HRO in a timely manner may result in over-payment after you return from deployment and subsequent debt letter from DFAS.
2. Notify Camp Atterbury **30 DAYS IN ADVANCE** of your return for post-deployment processing.
 - Email: ng.in.inarng.list.cajmtc-cew-moda@mail.mil

Post-deployment Health Assessment (PDHA) (DD-2796) It is REQUIRED that the Post-deployment Health Assessment (DD-2796) be completed within 30 days of your arrival at Camp Atterbury for redeployment processing. There is also a **Post Deployment Health Reassessment (PDHRA)** that is required to be completed within 90-180 days of returning to your Home Station from your deployment. Both assessments can be accessed through the following link:

- <https://rc.mods.army.mil/MHA/default.aspx>

Please follow your Service/Agency guidance as some mandate completion at Camp Atterbury.

X. GENERAL OCO FUNDING INFORMATION

Each service component has a specific process for requesting Overseas Contingency Operations (OCO) funds. The following general information is only basic outline of how OCO funds are requested and applied for the purpose of CENTCOM DoD-EC deployments.

The deployer's base pay and benefits are paid from the baseline funding which the parent command has already budgeted. Since the Deployer will remain on the administrative rolls of the parent command, all costs are charged to the parent command. Therefore the fund citation on the deployment orders are the parent command fund citations. However, as directed by Office of the Secretary of Defense (OSD), incremental costs for civilians deploying to the CENTCOM AOR are an appropriate Overseas Contingency Operation (OCO) expense, including such expenses as premium pays, incremental pay, transportation, training, equipment, Rest and Recuperation (R&R), medical screening, and other related deployment requirements. Further, OCO funds may be used for a temporary backfill to assist in covering the organizational requirements while the Deployer is deployed. Costs are contingent on a number of items. The actual CONUS pay level of the Deployer and the numbers of hours of overtime actually worked during a 12 month OCONUS deployment period are two paramount factors.

There is no special pot of OCO funding to cover these expenses, per se. Overseas Contingency Operations (OCO) funds are dispersed to the military components and are then redistributed down into commands. The funds are already allocated to the services at a very high level, but are not pushed down and do not reach all organizational levels and they must be accessed by request. The activity (local) budget/accounting representative is required to estimate costs and request the funds. It is highly recommended that the command estimate costs and REQUEST FUNDING AS SOON AS POSSIBLE once the candidate has been matched to a theater requirement and accepted his/her official offer. Access to OCO funds must be made via the servicing unit budget comptroller through their financial administration hierarchy and then moved over to the parent unit of the deployer.

CENTCOM DoD-EC does not provide a fund citation for the deployment orders. Contact the servicing Finance/Resource Management office with your component and/or the DoD-EC contact for your component for assistance.

XI. ADDITIONAL TRAINING INFORMATION

Some deployment requirements in the CENTCOM AOR require training in addition to CRC and the online training contained in Appendix C. Please contact your Service/Agency POC if you require scheduling or are unsure if you require one of the additional training sessions below.

Training	Required for	Duration	Location	Remarks
Air Advisor Course	Advisors positions performing a TAA-type function	3 weeks	JB McGuire/Dix/Lakehurst, NJ	After CRC only
Staff Integration Seminar (SIS)	TF Bagram/Irbil members	1 week	Ft Bragg, NC	Before or after CRC
SOJTF-A Orientation	SOJTF-A members	1 week	Ft Bragg, NC	Before or after CRC
FDO	FDO positions	2 weeks	MacDill AFB, FL	Before CRC
Records Management	Records Mgt positions	3 days	MacDill AFB, FL	Before CRC
JOPEC	OCS positions	2 weeks	Various	Before CRC
HR Orientation	Select HR positions	2 days	MacDill AFB, FL	Before CRC

APPENDIX A: RECOMMENDED CLOTHING PACKING LIST (CAMP ATTERBURY)

The two-week program includes five (5) days at Camp Atterbury and nine (9) days at Muscatatuck. There are laundry facilities at both Camp Atterbury and Muscatatuck. Be mindful of your needs for personal toiletries, comfort items (electronic devices) and local weather conditions.

Quantity	Item Description
Summer	
1 pair	Well-fitting, good quality hiking boots
1 pair	Running shoes
4 pairs	Hiking socks
4-6 pairs	Running socks
1	Lightweight outer wind/wet weather jacket
1	Hat for sun protection
1 pair	Sunglasses
1	Medium or large backpack to carry clothing and equipment
1	Head lamp with extra batteries or flashlight (optional)
1	Toiletries (personal judgment; must last 10 days)
1	Bath/shower towel
1	Sturdy shower shoes (should be able to walk comfortably on gravel)
4 pairs	Cargo pants or jeans
4-6	Shirts (MUST include one long-sleeved shirt*)
1	Pocket knife (optional)
1	Small backpack/daypack
1	Headscarf (conservative color) Females Only
Spring/Fall (include items in Summer list; choose appropriately)	
1 pair	Gloves, lightweight
1	Mid-weight outer wind/wet weather jacket (Gortex or weatherproof if possible)
Winter (include items in Summer list; choose appropriately)	
1 set	Polypropylene undergarments or long underwear
1	Polar fleece cap
1	Polar fleece jacket
1 pair	Gloves, polar fleece, or wool (weather proof if possible)
1	Polar fleece blanket
2	Hand and foot warmers
1	Cold-weather coat/jacket
*A long-sleeved shirt is required for certain activities, regardless of the season.	

APPENDIX B: TEMPLATE FOR REQUEST TO WAIVE THE BI-WEEKLY PAY AND ANNUAL SALARY CAP

Submit the Request to Waive the Bi-Weekly Pay & Annual Salary Cap memorandum to your home station chain of command for signature; the signed Pay Cap Waiver goes to the home station servicing CPO or HRO for their action in DCPDS and to the servicing Civ.-Pay office for their action in DCPS.

ACTION MEMO

[DATE]

TO: [SERVICING CPO & Civ.-Pay, In Turn]

FROM: [DEPLOYING PERSONNEL/DEPARTMENT]

SUBJECT: Request for Exception to the Bi-weekly and Annual Pay Cap on Premium Pay (5 U.S.C. 5547) for General Schedule Deployers

1. Request is based upon the [REASON FOR DEPLOYMENT TO SOUTHWEST ASIA]. This exception should be made effective on the pay period starting dates as indicated below.
2. Personnel are required to work an abnormal amount of overtime hours in support of this SWA mission. Deployers are assigned to Kuwait, Iraq, Afghanistan, Qatar, Pakistan, or other countries in support.
3. RECOMMENDATION: Approval of the exception to the bi-weekly and annual Pay Cap
4. Point of contact for this request is (name) email and contact phone number.

Signature Block
O-6/GS-15 or higher MUST SIGN

Appendix C: Comprehensive Pre-Deployment Medical Checklist

Completed medical documentation MUST be submitted to Camp Atterbury Medical Team prior to your arrival. Camp Atterbury Provider is the final clearing Provider for your Deployment. For questions, please call 812-526-1499 x62957, x61144, x62256 or x64862

- o Faxed 812-526-1178 (please have a cover letter with contact information to include scheduled class date)
- o Scanned / Emailed to ng.in.inarmg.list.cajmtc-dpca-crc-medical-records@mail.mil (recommend protecting PDF file(s) with a password) or send encrypted email to dana.d.johnson30.ctr@mail.mil and teresa.a.isgrigg.civ@mail.mil
- ** (can only encrypt from .mil account to medical teams individual email addresses. You cannot encrypt to the group email address above or from a personal email address)

Quick Reference Checklist

(Take with you to your appointment with an Occupational Health Provider or Private Physician)

Not all inclusive - Summary of CENTCOM MOD 14 TAB A

History and Physical (within 1 year)	
<input type="checkbox"/>	DD Forms 2808 (Physical Exam) or an OF-178 (Medical Exam) AND 2807-1 (mandatory form)(Medical History)
LABS - ABNORMAL RESULT MAY NEED REPEATED ONCE CA PROVIDER REVIEWS ORIGINAL	
-All labs (EKG, CBC, CMP, UA & LIPID) need to be drawn within 90 days of CRC arrival. Refer to page 13, para. 15.G.7 of USCENCOM MOD 14 INDIVIDUAL DEPLOYMENT POLICY	
<input type="checkbox"/>	UA (Urinalysis - NOT HAND WRITTEN - Needs to show Color, Specific Gravity, Glucose, Bilirubin, Ketones, blood, pH, Protein, Nitrites, Leukocytes)
<input type="checkbox"/>	CMP (Complete Metabolic Panel - IF GLUCOSE is >110 then a Hba1c is required)
<input type="checkbox"/>	HBA1C KNOWN Type 2 oral agents only (IF applicable - Must be < 7.0) / Newly Diagnosed Diabetics = HBA1C \geq 6.5 must have 60 days stability on oral meds OR diet/lifestyle changes before waiver consideration.
<input type="checkbox"/>	CBC (Complete Blood Count)
<input type="checkbox"/>	HIV (collected within 120 days) HIV Positive = NON Deployable
<input type="checkbox"/>	DNA (must be collected at a military lab and sent to Dover AFB repository unless already on file from previous deployment or SM status)
<input type="checkbox"/>	G6PD (must have result, done once in lifetime)
<input type="checkbox"/>	BLOOD TYPE / ABO (must have result, done once in lifetime)
<input type="checkbox"/>	LIPID PANEL Age 35 and older = Total Cholesterol < 300, LDL<190 , Triglycerides< 1000 waiver required if above these ranges (treated or untreated)
<input type="checkbox"/>	EKG (AGE 40 AND OVER) Must be completed within 90 days of mobilizing
<input type="checkbox"/>	HCG all females 30 days prior to deployment. If needed prior to immunization will be done at CAJMTc (exception - documented hysterectomy)
<input type="checkbox"/>	PSA If History of Prostate cancer, BPH, or medications relating to BPH
<input type="checkbox"/>	VISION – Visual Acuity completed on DD Form 2808/ DD FORM 771 OR PRESCRIPTION FROM Optometrist. Do not wear contact lenses while going through Medical Processing. They are also non-deployable.
<input type="checkbox"/>	HEARING DD FORM 2215 or 2216/ MUST be generated from DOEHRs system; If H3 is determined, a SPRINT test is needed along with a waiver
IMMUNIZATIONS - Must be initiated before arrival to CRC. Immunizations must be current and those consisting of a series must be current but do not have to be completed before deployment. Once in theater it is the responsibility of the individual to complete the series on leave or overseas.	
<input type="checkbox"/>	Hepatitis A (1 st dose, 2 nd dose after 6 Months) At least one dose prior to deployment with subsequent completion of series in theater.
<input type="checkbox"/>	Hepatitis B (1 st dose, 2 nd dose 30 days, 3 rd dose 5 Months) or titer. At least one dose prior to deployment with completion of series in theater.
<input type="checkbox"/>	MMR (Measles, mumps, and rubella) (born before 1957 Exempt) 2 doses. If no documentation of vaccine, either a titer or Vaccine required
<input type="checkbox"/>	Seasonal Influenza (1 September through 31 May)
<input type="checkbox"/>	Typhoid (within 2 years) Oral Typhoid (within 5 years)
<input type="checkbox"/>	Tetanus (TDAP- is required ONCE) Then can continue with Td every 10 years
<input type="checkbox"/>	Varicella (Chickenpox) – REQUIRED DOCUMENTATION OF ONE OF THE FOLLOWING: BORN BEFORE 1980 (ASSUMED IMMUNITY EXCEPT FOR HEALTH CARE WORKERS), DOCUMENTED HISTORY OF DISEASE BY THE PROVIDER WHO TREATED THE MEMBER AT THAT TIME (EITHER BY AN EPIDEMIOLOGIC LINK OR LABORATORY CONFIRMATION), SUFFICIENT VARICELLA TITER, OR ADMINISTRATION OF VACCINE (2 DOSES).
<input type="checkbox"/>	Tuberculosis Skin Testing (Often referred to as PPD, or TB tine) Quantiferon Gold, a lab test, is acceptable. Bring the actual lab result that was completed within 90 days of arrival. If past positive radiology report from a Bi lateral chest x-ray within 90days to show no active infection. Those currently on treatment for TB disease may not deploy.
<input type="checkbox"/>	Anthrax (Can be done at CAJMTc clinic if not available at home station). A series of 5 vaccines and annual booster.
<input type="checkbox"/>	Polio (OPV/IPV) Documentation of Vaccine. Booster dose of either (OPV/IPV) must be given within 4 weeks to 12 months of departure of Afghanistan or Pakistan. Medical assumed (MA) or Medical Immune (MI) exemptions are NOT accepted for this requirement.
<input type="checkbox"/>	BEHAVIOR HEALTH DISORDERS- Individual Assessment Required (Waivers depend on Condition)
<input type="checkbox"/>	MEDICATIONS - C2 and PSHYCOTROPICS Individual Assessment Required (Waivers depend on Condition/Use)

EXPANDED MEDICAL REFERENCE GUIDE

- **EVEN IF YOUR RECORDS ARE SENT TO CAMP ATTERBURY AHEAD OF TIME, BRING COPIES OF ALL FORMS AND RESULTS WITH YOU. THE CAMP ATTERBURY PROCESS IS A VALIDATION PROCESS ONLY. YOU WILL NOT COMPLETE EXAMS, TESTS, ETC. AGAIN.—**
- **BRING ALL OF YOUR ROUTINE MEDICATIONS WITH YOU (prescription or O.T.C)**
- **MALARIA PROTECTIVE MEDICATIONS WILL BE GIVEN TO EACH DoD CIVILIAN AT GOVERNMENT EXPENSE at CAMP ATTERBURY** (except if deploying to Kuwait or Iraq).
- **IF YOU WEAR EYEGLASSES, MUST BRING TWO PAIR WITH YOU AND SHOW THEM TO THE OPTOMETRY TECHNICIAN. CONTACT LENSES ARE NOT AUTHORIZED FOR WEAR IN THE CENTCOM AOR or DURING VALIDATION AT CAMP ATTERBURY.**

History and Physical (Required within 12 months of deployment)

- DD Form 2808 (Report of Medical Examination) and DD 2807-1 (Report of Medical History) if completing exams with a Private Provider OR - DD Form 2807-1 (Report of Medical History) and OF-178 Form (Certificate of Medical if you go to an Occupational Health Clinic at a nearby MTF Examination)

Labs – **Hand written results are not acceptable.** Abnormal results may need to be repeated or if still abnormal a consult with Primary Care Physician or specialist for possible additional testing and clearance.

- Urinalysis
 - Results **MAY NOT** be handwritten
 - Needs to show Color, Specific Gravity, Glucose, Bilirubin, Ketones, blood, pH, Protein, Nitrites, Leukocytes
- Complete Metabolic Panel (Often referred to as CMP)
 - Glucose ("Blood Sugar") must be **110 or below**, **If above 110, then your HgA1C result will be required, If non-diabetic and HgA1C >6.5, must show stability on oral meds OR lifestyle changes for 60 days, diabetic physical/examination with proof of Diabetes education prior to waiver consideration/submission.**
 - Hemoglobin A1C must be less than 7.0 if known diabetic
- CBC (Complete Blood Count)
 - White Blood Count (WBC), Red Blood Count (RBC)
 - Hemoglobin, Hematocrit, MCV, MCH, MCHC, RDW, RDW, Platelets
- HIV
 - Laboratory document must be **NEGATIVE** within 120 days of arrival, and may not be hand-written
 - You will not be deployed if HIV positive
 - **CANNOT** accept **oral** HIV testing
- DNA - may be drawn at Camp Atterbury if not already on file at repository
- G6PD –**Should be conducted prior to arrival at CAMP ATTERBURY**
 - Blood test (once in a lifetime)
 - A result with any date collected will suffice
- Blood type / ABO – once in a lifetime, Must have results before arrival
- Lipid panel (Cholesterol and triglycerides) within 90 days of arrival
 - Required of all personnel age 35 and older
 - Levels cannot exceed the following: Total cholesterol **300**, Triglycerides **1000**, LDL **190**;
Anyone at any age treated for hyperlipidemia must have a lipid panel within the ranges above. If outside these ranges, waiver is required (treated or untreated)
- EKG
 - Required of all personnel age 40 and over

DoD-EC Camp Atterbury Medical Prerequisites – Updated 31 OCT 2019

- PSA Required of all Male personnel with a **past History of Prostate cancer, BPH, or BPH Medications or Testosterone use**
- Framingham Risk Assessment (will be calculated for anyone age 50 and over)
 - Required of all personnel age 50 and over
 - The result of this test cannot exceed 15% to be considered deployable. Use the following **only authorized** site, <http://tools.acc.org/ASCVD-Risk-Estimator/> to calculate your Framingham Risk Score. If Framingham Risk Score is 15% or higher, you will require a Cardiac evaluation with some form of functional assessment (i.e. graded exercise stress test with a myocardial perfusion scintigraphy (SPECT scan) or stress echocardiography as determined by the evaluating cardiologist. Results of the evaluation and testing, along with the evaluating cardiologist's recommendation regarding suitability for deployment, should be included in the waiver request.

Vision

- If you wear glasses, you must deploy with two pair of glasses (current prescription) and prescription inserts for your protective mask and/or ballistic goggles. We'll order inserts for you. — DD Form 771 (Eyewear Prescription) **OR**
- Prescription from optometrist (within 1 year of deployment) **even if you wear OTC cheaters

Hearing

- DD Form 2215 (Reference Audiogram) or DD 2216 (Hearing Conservation Data) **MUST be generated from the DOEHRs-HC program. DOEHRs is the hearing conservation program throughout all branches of service and should be used for all deploying members. Results cannot be hand written on form either.
- We cannot accept hearing exam that are NOT completed within the DOEHRs hearing program. The technician conducting your hearing exam MUST have a valid DOEHRs/COHC certification ID number that is only given to those who are trained and work with the DOEHRs system. Any test entered without this certificate ID number cannot be accepted.
- Hearing test data must include the audiology operator's certification number, machine type, serial number and calibration date or it will not be accepted.
- Hearing class 3 (H3) – severe hearing loss – requires Speech Recognition In Noise Test (SPRINT) or Hearing In Noise Test (HINT) and will require a waiver with those results submitted.
 - Hearing tests (audiograms) conducted during the physical must be documented with actual readings and validating information. "X" is not a valid reading.

Immunizations

- Series immunizations must be started BEFORE arrival at Camp Atterbury.
- Vaccinations must be documented on a CDC 731 (International Certificate of Vaccination, also known as the "yellow shot card".) Older versions read PHS 731 but are acceptable. The link is: [International Certificate of Vaccination Link](#)
 - Required vaccinations (or lab results demonstrating immunity)
 - Hepatitis A (1st dose, 2nd dose after 6 months)
 - Hepatitis B (1st dose, 2nd dose 30 days, 3rd dose 5 Months)
 - Measles, mumps, and rubella ("MMR") 1 dose or Titer showing immunity
 - Seasonal Influenza (1 September through 31 May)
 - Typhoid (within 2 years) Oral Typhoid (within 5 years)
 - Tetanus- TDAP **ONE** time, may then go to Td every 10 years
 - Varicella ("Chickenpox") (1st dose, 2nd dose after 30 days) or Titer showing immunity
 - Polio (OPV/IPV) (Afghanistan and Pakistan only) Documentation of Vaccine. If Negative titer #3 or No History IPV/OPV then Needs 1 IPV dose of vaccine
 - Tuberculosis Skin Testing (Often referred to as PPD, or "TB Tine")
 - ♦ **Must be completed within 90 days before arrival at Camp Atterbury**
 - ♦ Quantiferon Gold, a lab test, is acceptable. Bring the actual lab result with you
 - ♦ If you have ever had a positive TB skin test, send records documenting:
 - Proof of previous BCG Vaccination
 - History of exposure to TB, proof of past treatment
 - No TB symptoms currently exist, results of X-ray (a one time normal chest x-ray)
 - Documentation of completed public health nursing evaluation for TB disease and counseling for latent tuberculosis infection

DoD-EC Camp Atterbury Medical Prerequisites – Updated 31 OCT 2019

Medications

- List **all** medications and allergies. We will provide you with an allergy/medical warning tag if needed.— Must have a 180 day supply of medication OR reliable means to obtain refills
- ANTI –MALARIALS given at Camp Atterbury at Government Expense.

Dental

- DD Form 2813 (Department of Defense Active Duty/Reserve Forces Dental Examination)
 - Must show you as a Dental Class 1 or 2. Class 3 or 4 is non-deployable.
 - Must be signed by dentist
 - Must have dentist's state license number (US) unless dentist is military
- Pantographic X-rays are required to be reviewed by dentist and Block 5 of the DD 2813 marked "Yes"

Waivers

DoD employees who have a condition, as described in Central Command (CENTCOM) Modification 14, Tab A as a "condition generally precluding deployment" must have a complete waiver, signed by the appropriate adjudicating surgeon POC. PLEASE ENSURE THAT YOUR WAIVER IS SUBMITTED TO THE CORRECT SURGEON (example: if you are deploying via an Air Force agency, your waiver should be submitted to AFCENT, Army=ARCENT, Navy=NAVCENT and all other agencies (DISA, DCMA, DLA, etc. =CENTCOM). If waiver submitted by your Occupational Health Provider or yourself, it is your responsibility to track status of waiver and send a copy to Camp Atterbury Medical Team.

CONTACTS FOR WAIVERS for CENTCOM AOR

• ARMY DEPLOYERS

ARCENT SURGEON: USARMY.SHAW.USARCENT.MBX.SURG-WAIVER@MAIL.MIL

• AIRFORCE DEPLOYERS

AFCENT SURGEON: USAFCENTSG.ORGBOX@AFCENT.AF.MIL;

• MARINE DEPLOYERS

MARCENT SURGEON: FORCE.SURGEON@MARCENT.USMC.MIL;

• NAVY DEPLOYERS

NAVCENT SURGEON: CUSNC.MEDWAIVERS@ME.NAVY.MIL;

• SPECIAL OPERATIONS CONTRACTS

SOCCENT SURGEON: SOCCENT.SG@soccent.centcom.mil;

• All personnel not directly associated with any above

CENTCOM SURGEON CENTCOM.MACDILL.CENTCOM-HQ.MBX.CCSG-WAIVER@MAIL.MIL

- If your employer/agency obtains a waiver for you from the CENTCOM Surgeon, you must send the signed waiver and **the medical documents that supported your waiver** to Camp Atterbury.
- If a condition is found at CAJMTTC Medical Processing that the deployee was unaware of, and it is a waiver-able condition listed in the table below, the Medical Provider can submit for that specific waiver on behalf of the deployee and his or her organization if no further Specialist testing is required. If further Specialist testing is required, the individual will need to return to home station to get further Specialist testing completed before submitting the waiver.

Top Reasons for Non-Deployability or Delay in Deployment

- Obstructive Sleep Apnea (OSA) treated with APAP/BPAP/CPAP or Oral devices
 - Must be diagnosed with polysomnography (PSG) and a thirty day compliance report from machine
 - ♦ Must have 70% percent compliancy score for greater than 4 hours
 - ♦ At least four hours per night for 30 days on average
 - Must bring machine, battery backup and supplies for deployment
 - Asymptomatic, Mild OSA (AHI or RDI < 15/hr): Deployable with or without treatment (PAP or otherwise) no waiver required. Must show most current sleep study result with severity of diagnosis.
 - Moderate to severe OSA (AHI or RDI \geq 15/hr): no waiver required if confirmed compliance and reliable access to compatible power sources.
 - If any of these factors are not adequately addressed, waiver is required.
- Body Mass Index (BMI)
 - BMI >40 with or without any significant comorbidity. Waiver required
 - Civilians should submit a body fat worksheet with the waiver request (DA 5500 for males, DA 5501 for females).
 - ♦ BMI calculator located at <http://www.nhlbi.nih.gov/guidelines/obesity/BMI/bmicalc.htm>
- Newly diagnosed diabetes = has an HBA1C of \geq 6.5 or greater
 - Needs physicians consult of diagnosis, prognosis, treatment plan to include full diabetic examination (eyes, feet etc.) medications if needed and proof of consultation of diabetes education
 - Show 90 days stability on medications or lifestyle changes for waiver consideration
- Abnormal EKG or Framingham greater than 15%
 - May need stress testing to include Myocardial Perfusion / 2D echo to clear these issues and/or cardiologist consult and clearance letter
- Abnormal AST's and ALT's found in the CMP (Liver Function Test)
 - After repeat of CMP or Liver Function Test with abnormal results may need Specialist consult and further testing
 - May need abdominal ultrasound to exclude liver and gallbladder disease, and hepatitis ABV antibody profile
- Hematuria (Blood in urine)
 - After repeat of urinalysis with abnormal results may need consult and testing from a Urologist for clearance.
- Abnormal Labs
 - Must have specialist diagnosis, treatment plan, and medications (if needed), deploy ability to an austere environment for the period of the Orders without need for follow up, and any further testing.
 - Must have a letter typed with letterhead from treating Primary Care Physician or Specialist outlining the above findings.

THEATER SPECIFIC INDIVIDUAL READINESS TRAINING (TSIRT):

Below you will find a link to our DoD-EC Home Page via the Camp Atterbury public website. On that page there is a list of all of the on-line training requirements as well as quick access links to all of the courses.

It is recommended to all deployers that you hand-carry one hard copy of each training certificate to Camp Atterbury in the event that they are not received electronically ahead of your arrival. Please make note that if there is not a completion certificate at the end of a course that you have completed; please print the last page and write the name of the course, your name, the completion date and signature.

All completed training certificates can be sent directly to:

Jason Reed @ ng.in.inarnq.list.cajmtc-dodec-predeployment@mail.mil

The below web-link will direct you to the Camp Atterbury (DoD-EC) Home Page where you will have access to all of the required on-line training courses:

<https://www.atterburymuscatatuck.in.ng.mil/Training-We-Host/DOD-EC-CEW-MODA/>

**(PLEASE ONLY UTILIZE THE COURSE LINKS VIA
THE CAMP ATTERBURY WEBSITE)**

Operational Contracting Support - Only Afghanistan Deployers Supporting OCS

Joint OCS Essentials for Commanders and Staff (JOECS) Phase 1 & 2

JKO Course #
J4OP-US380A/B

J4ST-US429 Joint OCS for Flag Officer/General Officer Essentials

JKO Course #
J4ST-US429

OCS GS-11
to GS-14

Contracting Officer Representative (COR) Type B Training – Only BOS-I/KBC Positions Identified as COR – Check with Force Provider if unsure of requirement.

CLC 222 – COR Training

[DAU Website](#)

CLC 206 - COR's in a Contingency Environment

[DAU Website](#)

Deployer

CLM 003 – Ethics Training for Acquisition Technology and Logistics

[DAU Website](#)

DOD-002 – Combating Trafficking in Persons

[DAU Website](#)

Deployer

Register for COR Tool (CORT)

[WAWF Website](#)

Deployer

General Fund Enterprise Business System (GFEBS) Training – AKO Account Required – ONLY Finance-Related Positions – Check with Force Provider if unsure of requirement. (contact Deputy J8-Plans-DSN 318-481-3505, or Deputy J8-Execution-DSN 318-436-7751, for assistance)

GFEBS Essentials (L101E, L201E, L303E)

[ALMS Website](#)

GFEBS Essentials, BI Reporting (L305E)

[ALMS Website](#)

USFOR-A J8
Deployers

GFEBS Fund Management

[ALMS Website](#)

USFOR-A J8
Deployers

GFEBS Reimbursable

[ALMS Website](#)

USFOR-A J8
Deployers

GFEBS Spending Chain, Account Payment Process

[ALMS Website](#)

USFOR-A J8
Deployers

GFEBS Spending Chain Good Receipt Processing

GFEBS Spending Chain, Government Purchase Card	ALMS Website	USFOR-A J8 Deployers	
GFEBS Spending Chain, Manage Purchase Requisition	ALMS Website	USFOR-A J8 Deployers	
General Fund Enterprise Business System (GFEBS) Training (Cont.) AKO Account Required – ONLY Finance-Related Positions – Check with Force Provider if unsure of requirement. (contact Deputy J8-Plans-DSN 318-481-3505, or Deputy J8-Execution-DSN 318-436-7751, for assistance)			
GFEBS Spending Chain, Material and Vendor Master Data	ALMS Website		
GFEBS Spending Chain, Purchase Orders	ALMS Website	USFOR-A J8 Deployers	
GFEBS L210E Financial Process Overview	ALMS Website	USFOR-A J8 Deployers	
GFEBS L230E Cost Management Process	ALMS Website	USFOR-A J8 Deployers	
GFEBS L410E Introduction to Financials	ALMS Website	USFOR-A J8 Deployers	
GFEBS L412E Journal Entries Processing and Approval			
GFEBS L413E Financial Reporting	ALMS Website	USFOR-A J8 Deployers	
GFEBS L432E Cost Collection and Allocation	ALMS Website	USFOR-A J8 Deployers	
GFEBS L435E Cost Reporting and Analysis	ALMS Website	USFOR-A J8 Deployers	
Cultural Awareness – ALL DEPLOYERS Complete for Country of Deployment (Not required for Camp Atterbury Attendees)			
Afghanistan in Perspective	DLIFLC Website		
Afghanistan Country Brief	CIA.Gov Website	Afghanistan Deployers	
Iraq in Perspective	DLIFLC Website	Afghanistan Deployers	
Iraq Country Brief	CIA.Gov Website	Iraq Deployers	

Kuwait in Perspective	DLIFLC Website	Iraq Deployers	
Kuwait Country Brief			
Cultural Awareness (Cont) ALL DEPLOYERS Complete for Country of Deployment (Not required for Camp Atterbury Attendees)			
Qatar in Perspective	DLIFLC Website		
Qatar Country Brief	CIA.Gov Website	Qatar Deployers	
Camp Atterbury Training (These courses are taught on-site during the two week course)			
Counter Insurgency Training (COIN)			
Country Brief			
Cultural Immersion			
Threat Awareness & Reporting Program (TARP)			
Counter-IED			
ORGANIZATION or Unit Processing: Complete actions as required by OSD, Local checklists and Combatant Command reporting instructions. Additional items listed below:			
TDY/CED Orders, manual or through DTS. Follow organization process for DTS actions. Include "VARIATIONS AUTHORIZED" statement on the orders.			ORG/UNIT or Deployer
DCPDS/MyBiz : Update and print out Emergency Data and print copy for Supervisor and deployment folder. (Personal page/Contact Information/Emergency Contacts)			Deployer
JPAS Clearance Summary and/or Security Verification letter from Security Manager. IAW DoDI 1400.32			ORG/UNIT or Security Manager
Government Travel Card: issues or update, ensure card is active and does not expire during the deployment. GTC Web site			ORG.UNIT& Deployer
Personnel Readiness Folder established by the ORG/UNIT. Hand-carried to deployment supervisor.			ORG/UNIT

Folder includes: <ul style="list-style-type: none"> • Copy of Deployment Order • DCPDS/MyBiz Emergency Data Page • JPAS Clearance Summary and/or Security Verification Letter • Training Certificates, valid for duration of deployment 		
ORGANIZATION or Unit Processing (Cont): Complete actions as required by OSD, Local checklists and Combatant Command reporting instructions. Additional items listed below:		
DoDI 6490.03 , E4.A1.1.5, and para 5.5.8.: IF/WHEN APPLICABLE: Issue occupational personal protective equipment (e.g., hearing or industrial respiratory protection) and monitoring devices (e.g., thermo luminescent dosimeter (TLD badge)) as required by occupational specialty of personnel.	ORG/UNIT	
Civilian Personnel, Payroll and Administrative Actions		
Initiate a Request for Personnel Action (RPA) using applicable Nature of Action (NOA) 900 series code in DCPDS to document deployment; attachments may be offer letter and/or Orders. IAW DoDI 1400.32 and DoD DCPDS Instructions on "Tracking Deployed Civilians", OPM GPPA , Chapter 14, and DTM 17-004 DOD Expeditionary Civilian Workforce.	CPO/HRO	
Request to Waive the Bi-Weekly Pay & Annual Salary Cap memorandum to your home station chain of command for signature.	Pay Cap Waiver	
Confirm projected dates for Within-Rate Increases and appraisal closeouts, as applicable. NOTE: deployer remains under the administrative management of the service component and the responsibility for updating the performance plan and annual appraisal remains with the deployer's home station supervisor and home station chain of command. Follow your service component guidance for performance appraisal processing.	Deployer, Supervisor, & CPO/HRO	Deployer, CPO/HRO, Civ-Pay
Confirm annual leave balance, address any use-or-lose issues before end of leave year, review policy for earning compensatory time for travel, Leave Restoration Policies and Procedures, etc.		
Designation of Beneficiary, Federal Deployers' Group Life Insurance (FEGLI); due to deployment, there is an option to increase the FEGLI benefit pay-out amount. Consult your Benefits & Entitlements office for assistance; form on OPM web site.	Standard Form (SF) 2823	
Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Deployer.		
Federal Deployers Retirement System (FERS) Designation of Beneficiary (<i>only FERS Deployers</i>), form on OPM web site.	SF 3102	Deployer, CPO/HRO, Civ-Pay

Civilian Personnel, Payroll and Administrative Actions (Cont)

Civil Service Retirement System (CSRS) Designation of Beneficiary (<i>only CSRS Deployers</i>), form on OPM web site. Follow instructions to submit.	SF 2808		
TSP 3, Designation of Beneficiary, is located on the TSP web site under Civilian Forms and Publications. Follow instructions on form to submit to TSP.	TSP-3		
CA-40, Designation of a Recipient of the Federal Employers' Compensation Act (FECA) Death Gratuity Payment under Section 1105 of Public Law 110-181 (section 8102a), is located on the Department of Labor (DoL) web site.	CA-40	Deployer, w/ CPO/HRO assistance	
Financial Matters. Direct deposit/electronic funds transfer (DD/EFT) for their federal civilian pay at their home installation by filing a SF 1199A . Now is the time to make updates if needed.	SF 1199A		
Ensure Family Care Plan in place as applicable and in accordance with DoDI 1342.19 , Family Care Plans	DoDI 1342.19	Deployer	
Confirm CAC card possession. Expiration date should be no less than 30 days after projected redeployment date/return to home station. See Section OCONUS CAC Card			
Legal assistance relating to matters of deployment is available through the organization legal office for civilians notified of deployment and their families. Legal assistance will be available for the period of deployment and normally include such things as preparation of wills and powers of attorney	Deployer		
Create a list of contacts at home station, to include and not limited to: (names, email, DSN phone, address) Supervisor, Unit Administrative Support, Civilian Personnel/HR Office, Civilian Payroll Office DTS Manager; CTO Contact, Any others you think you may need	Deployer		
Additional Forms			
Eagle Cash Stored Value Card – Eagle-Cash is a “stored value card” used during deployment. <i>*Have your Bank Account & Routing Numbers available.</i>	Eagle-Cash web site DD Form 2887		

Additional Forms (Cont)

DD-Form 93, Record of Emergency Data
Camp Atterbury *will contact prior to arrival* via email.

[DD Form 93](#)

Issue Identification Tags, ID Tags. Camp Atterbury in conjunction with DD Form 93 email will ask for religion preference and blood type.

Camp Atterbury

Camp Atterbury

During Legal Brief: Wills & Powers of Attorney worksheets optional if needed.

Camp Atterbury

Actions to Complete Upon Arrival in Theater

SF-1190, Foreign Allowances Application, Grant and Report – Upon arrival in theater, complete and submit SF1190 along with Addendum SF-1190 to servicing home station HRO/CPO for updating DCPDS for affecting Pay Entitlements.

[SF 1190](#) &
Addendum [SF 1190](#)

NOTE: Delay in submission will postpone the start of Pay Entitlements. Deployer must submit SF-1190 and Addendum SF-1190 again when returning to home station to end the Pay Entitlements.

Verify Reassignment NTE SF-50 in completed by servicing HRO/CPO at home station.

Contact Servicing Time-Card Keeper or Home Station civ-Pay to update timecard for overseas work schedule template.

OS Unit
&/Deployer

Check LES regularly to address concerns early.

[My Pay](#)

OS Unit
&/Deployer

***This comprehensive checklist is provided to support pre-deployment actions.
Organizations may have their own deployment checklist which you must follow.
You may come across duplication in action items.***



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